

Sample Hazardous Chemical Communication Program

A. Company Policy

_____ (Name of employer) is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by _____ (Name of employer), the following hazardous information program has been established.

All work units of _____ (Name of employer) will participate in the hazard communication program. This written program will be available in _____ (Specify the location) for review by any interested employee.

B. Container Labeling

_____ (Name of person and position) is responsible for container labeling procedures, reviewing, and updating. The labeling system used at _____ (Name of employer) is as follows:
(Describe the labeling system, including the labels or other forms of warning used, and written alternatives to labeling, if any.)

The procedures for proper labeling of all containers, and reviewing and updating label warnings are as follows:

(Also include a description of the procedures for labeling of secondary containers used, including making sure that they have the appropriate identification and hazard warning, etc.; description of procedures for reviewing and updating label warnings, how often the review is conducted, and the name of the person and position who is responsible for reviewing and updating label warnings.)

It is the policy of _____ (Name of employer) that no container will be released for use until the above procedures are followed.

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C. Material Safety Data Sheets (MSDS)

_____ is responsible to establish and monitor the employer's MSDS program. This person will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

The procedures to obtain MSDSs and review incoming MSDSs for new or significant health and safety information are as follows:

(Include procedures on how to make sure copies are current and updated, how any new information is passed on to affected employees, and the procedures for employee access in work areas.)

Copies of MSDSs for all hazardous chemicals in use will be kept in _____. MSDSs will be available to all employees during each work shift. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact _____.

(The person and position)

Note:

If an alternative to printed Material Safety Data Sheets is used (such as computer data), provide a description of the format.

D. Employee Information and Training

_____ is responsible for the employer/employee training program.

(Name of person and position)

The procedures for how employees will be informed and trained are as follows:

(Include the methods used for general and site-specific training, and how employees will be informed when non-routine tasks arise. If your employees work at other employers' job sites, then specify where and how these employees will have access to MSDSs and labels, and how they will be informed of precautionary measures to take during normal or emergency operations, if any.)

_____ will make sure that before starting work, each new employee of _____ will attend a health and safety orientation that includes information and training on the following:

(Name of person and position)

(Name of employer)

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- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review MSDSs to obtain hazard information.
- Location of the MSDS file and written hazard communication program.

Before introducing a new chemical hazard into any section of this employer, each employee in that section will be given information and training as outlined above for the new chemical.

E. Hazardous non-routine tasks

Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels.) Non-routine tasks that are performed at _____ include

1. _____
2. _____
3. _____

Prior to starting work on such projects, each affected employee will be given information by _____ about the hazardous chemicals he or she may encounter during these activities:

(For each activity, list the specific chemical hazards, protective and safety measures the employee can use, and the steps the employer has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.)

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F. Multi employer work places

It is the responsibility of _____
(Name of person and position) to provide employers of any other employees at the work site with the following information:

- Copies of MSDSs (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of _____
(Name of person and position) to identify and obtain MSDSs for the chemicals the contractor is bringing into the work place.

G. List of hazardous chemicals

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing MSDSs located at

(Specify the location)

MSDS identity:

(Here is where you put the chemical list developed during the inventory. Arrange this list so that you are able to cross-reference it with your MSDS file and the labels on your containers.)

The criteria (e.g., label warnings, MSDS information, etc.) used to evaluate the chemicals are:

(Include a description of a plan for how you will update the list.)

Chemical Name	Manufacturer	Location Used
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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The sample labels on the following page show the type of information you must list on containers of hazardous chemicals. You can copy and use these labels or you can make your own.

Be sure your labels contain the following information:

- Name of Chemical
- Physical Hazards
- Health Hazards, Target Organs or Systems
- Optional information, such as Personal Protective Equipment or Safe Handling

After you've finished typing or writing in your information, print the labels. Then, cut out the individual labels and apply them to your hazardous chemical containers.